

# Virginia Wireless E-911 Services Board

## Project Management Monthly Activity Report

Vendor: MAST International  
 Region/Locality: Southside  
 Period: June, 2003

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
<b>Active Tasks</b>					
(8)Send routing sheets to Alltel	Amelia			0.25	Jessica Rakes/Intrado
(14)Schedule continuity and drive testing	Amelia			0.5	Dee Morgan/Triton & Sgt. Almarode contacted
(14)Change in test dates to 6/24	Amelia			0.5	Dee Morgan/Triton, Patrick Hoover/Intrado, Sgt. Almarode
(14)On-site for drive testing w/Suncom	Amelia			1.25	Problem w/ trunks/ testing rescheduled
(4)Review Alltel recurring costs	Brunswick			0.5	Contact w/Mel Sheridan & Alltel
(7)Contact w/K.Davis/Intrado & Sprint ref routing	Brunswick			0.25	Establish default routing
(8)Missing Alltel tower map info corrected	Brunswick			2	Updated info w/Jessica Rakes/Intrado & PSAP
(10)Onsites ref CPE installation & Alltel routing	Brunswick			7.25	Mtg. W/Leslie Weddington/S. Brodnax ref CPE Inv/Plan
(11)Provide info ref Verizon/Cindy Davis to PSAP	Brunswick			0.5	Equipment delivery and inventory ETA
(15)Review/correct call report statistics	Brunswick			3	Create worksheet/instructions for PSAP use
(15)Calculate FY 2003 calls	Brunswick			1.5	Based on corrected info
(15)On-site w/L. Weddington & S. Brodnax	Brunswick			2	Discuss corrections to FY true-up process for accuracy
<b>Phase II</b>					
(1)On-site w/Maj. Roberts ref mapping software	Brunswick			1.5	<b>Mapping and CAD issues critical factors</b>
(1)Conference w/David Clary ref coordination	Brunswick			0.75	<b>Critical factors mtg. Preparation for mapping</b>
<b>Phase II</b>					
(1)Reschedule mtg. Ref. Mapping components	Charlotte			0.25	<b>Mtg. Ref critical factors for mapping</b>

(5)Review surcharge increase for 392 exchange	Cumberland			0.5	Farmville increased surcharge in service area
(9)Review status of trunks installation	Cumberland			0.5	New wireless trunks being installed
(10)On-site mtg. To review CPE installation	Cumberland			1.5	CPE to be completely installed 07/03
(10)Mtg. W/Denise Absher	Dinwiddie			1.5	Current status/progress of RFP for CPE equipment
(11)Respond to request for Regional mtg.	Dinwiddie			0.25	Regional mtg. To be held in Dinwiddie
(15)Log and file 4th Qtr. Payment info	Dinwiddie			0.25	Review and file w/true-up documentation
(8)Review & email USCC info to Farmville	Farmville			0.25	Rec'd from TCS and reviewed
(9)T/C Emmy Isbell ref Selective Router	Farmville			0.25	Current status/progress
(10)On-site mtg. To review CPE installation	Farmville			0.5	Mtg. W/Town Mgr. G. Spates rewiw schedule new facility
(3)Draft Phase I implementation letter to Alltel	Halifax			0.5	New schedule for deployment dates
(8)Send tower location info to Allen Bober	Halifax			0.25	New location data e-mailed
(10)Mtg. W/Allen Bober ref. Status of CPE	Halifax			1	Construction/CPE installation/trunks
(8)Routing sheets for Alltel/Intrado	Lunenburg			1.5	Tower locations & routing/Jessica Rakes
(10)Reschedule on-site status visit	Lunenburg			0.5	On-site sheriff not available/reschedule
(8)Review/correct outdated tower routing info	Mecklenburg			3.25	Alltel/Sprint verification sheets filed/ Intrado notified
(9)Verified default routing phone number	Mecklenburg			0.5	Info sent to J.Johnson/Intrado
(9)Coordinate scheduling of CPE installation	Mecklenburg			1.25	Walt Meir/Verizon, Linda Cage/PSAP
(9)On-site planning meeting for cut-over	Mecklenburg			2	Review delays/issues to be resolved
(9)T/C w/Paul Fleshood/Verizon	Mecklenburg			1.25	Review compliance issues for CPE installation
(9)Discuss and troubleshoot CPE install	Mecklenburg			1	Develop plan of action to address delays/problems
(9)On-site CPE cut-over w/ Verizon Tech	Mecklenburg			2	Attempt to resolve component issues
(9)On-ste for CPE cut-over/conference calls	Mecklenburg			10.5	PSAP/Verizon/Sprint reps ref. Issues w/ cut-over
(14)Review cut-over procedure/process	Mecklenburg			2.75	Inadequate SOP/Walt Meir/Verizon/PSAP Linda Cage
(14)On-site for drive testing w/Alltel	Mecklenburg			5.5	Testing unsuccessful/problem w/CAS software solution/Verizon to install new
(8)Send Alltel call routing sheets to J.Rakes/Intrado	Nottoway			0.5	PSAP/Gloria Gray review and updated info
(4)Review FY2004 funding requests approvals	Region			0.5	Match to documentation on file
(7)Research alternate LEC infor	Region			0.75	Add info to PSAP binders

(8)Edit call routing letters for PSAPs/do follow-ups	Region			2.25	Complete all forms and revise in PSAP folders/binders
(8)Send Region Triton PCS tower info to Intrado	Region			0.25	Patrick Hoover/Intrado
(9)Review correspondence from Verizon	Region			0.75	Testing and implementations Scheduled for June
(9)Draft letter for PSAPs for adjoining areas	Region			1	Tower/routing information for adjacent areas
(10)Alltel/Triton PCS/Sprint/TCS	Region			3.25	Updates ref contract requirements for PSAPs and WSPs
(10)T/C & e-mails to Triton/Verizon/TCS	Region			1.5	Ref Test calls
(10)Review pending issues for Regional mtg.	Region			2.5	Prepared agenda for PSAPs
(10)Review new LEC issues w/Verizon	Region			0.75	Delays/procedures
(10)Status calls to all PSAPs	Region			5.75	Review concerns and issues/check for updates
(10)Review CMRS reports for info	Region			4.25	Note changes on PSAPs status
(10)T/C & e-mail to Aston Cole/TCS	Region			0.75	Region changes/status
(10)Tasking to PSAPs based on CMRS reports	Region			1	
(10)Prepare folders/info for on-site visits	Region			2.5	June on-sites
(10)Prepare quick reference guide updates	Region			2	Completely weekly for region
(10)E-mail R.Boroyan ref CMRS corrections	Region			0.75	
(10)Follow-up issues w/Alltel/Triton PCS/Verizon	Region			4.75	New plan of action ref. Progress/delays
(10)TC Sprint ref Status call w/Verizon	Region			0.5	Ref coordination in region
(10)T/C w/Ned Awad/Sprint ref status call	Region			0.25	Ref current status of PSAPs
(10)T/Cs & e-mails updates/requests from PSAPs	Region			5.5	Alltel/Triton PCS ref rescheduling testing/call routing/delays
(10)Review and task follow-ups w/PSAPs/WSPs	Region			3.25	E-mail details
(10)Emails to Sprint/T-mobile/Alltel	Region			1	Status and updates
(10)Review tasking plan for CPE installations	Region			3.75	Mecklenburg/Brunswick/Nottoway/Cumberland/Halifax
(11)Contact all PSAPs for regional mtg.	Region			1	Folders for PSAPs Agenda updated
(11)Newsletter published	Region			5	June Issue
(11)Respond to PSAP correspondence/questions	Region			7.5	T/C email/letters on issues/questions
(11)Regional mTg.	Region			3.5	4 PSAPs not in attendance
(11)Mailed minutes and info from regional mtg	Region			0.75	To all PSAPs
(11)Sent PSAPs wireless board info and updates	Region			1.5	Filed in
(11)Prepare annual report of work for PSAPS	Region			3	FY2003 report of project hours for each PSAP
(12)Review Wireless Board Agenda and notify PSAPs	Region			1	Sent e-mail to all PSAPs ref issues
(12)Monthly Report DIT	Region			10	Sent copies to PSAPs
(12)Prepared Hours forecast for FY2004	Region			5.5	Revised original and sent to Steve Marzolf

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